



*Working for a safer tomorrow every day!*

## Internship Program Directions & Process

1. All applicants should fill out Internship application COMPLETELY. Please ensure all required signatures are completed. You must apply to each semester separately.
2. Please submit an application for EACH Internship "track" you are interested in. A summary of Internship tracks are located under the Internship Program link on the [mass.gov/doc](http://mass.gov/doc) website.
3. Send completed applications to:  
C/O Internship Program  
The Office of Diversity & Equal Opportunity  
50 Maple Street, Milford MA 01757.

*Application periods are rolling until deadlines.*

*Spring deadline is December 30th*

*Summer deadline is April 30th*

*Fall deadline is August 31st*

4. Once your application has been received, The Office of Diversity & Equal Opportunity (ODEO) will contact you via e-mail, notifying you of receipt of application.

### **Approximate Timeline:**

- Approximately within three weeks of application deadline, you will receive notification from the Internship Track Supervisor if you have been selected for an interview.
- Approximately within one week after the interview, you will be notified if you were selected for the Internship. You will soon after be notified of a Mandatory Orientation date. During this time, if you were selected for more than one Internship, you must select one.
- Once Intern completes Orientation, they will now be able to commence their Internship with the Facility or Division. This should be approximately 4 weeks after the application deadline.
- Within 2 weeks of the end of your Internship you will be asked to fill out an evaluation form and return it back to the ODEO.

If you have a specific question that was not addressed above,  
please contact the Office of Diversity & Equal Opportunity at 508-422-3651

Visit [mass.gov/doc](http://mass.gov/doc) and click on Internship Program for application and track information.